

NON-MANAGEMENT JOB DESCRIPTION POINT RATING EVALUATION PLAN

Working Title Forest Management Specialist		Name	
Position Number	Reports to Position No., Class & Level	Division, Branch/Unit Forestry Division	Ministry Forestry and Parks
Present Class		Requested Class	
Dept ID	Program Code	Project Code (if applicable)	

PURPOSE: Give a brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization (see Non-Management Job Description Writing Guide [Pages 7-8](#)).

This is a specialist position, which is responsible for many facets of the review, approval, operations, compliance and timber revenue and production monitoring aspects of the forest management program within Forestry and Parks. This position provides guidance to forest management staff locally, deals directly with divisional and departmental staff, other government departments, the forest industry, other industry and individual users of the forest resource to ensure that all activities involving the establishment, harvest, reforestation, reclamation and monitoring are done in accordance within existing legislation, policies, operating ground rules, and SOP's.

This position has a significant role of providing team leadership for the delivery of the Forest Operations Monitoring Program (FOMP), the delivery of the Community Timber Program and the delivery to the Timber Revenue and Production Monitoring Program. This position is also involved in the auditing and quality assessments and quality control in the delivering of these programs and in the follow-up of action plans resulting from variances and non-compliances. Also, participates as a member of the Area's Forest Management team and several provincial committees.

Effective implementation and monitoring of ground rules, production and other timber operations standards and policy are essential as it ensures Forest Sustainability in addition to timber operations being a major contribution to the provincial economy and rural communities.

RESPONSIBILITIES AND ACTIVITIES: The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3-6 activities should be described (see Writing Guide [Pages 9-10](#)).

1. Provides team leadership in the delivery of the Provincial Forest Operations Monitoring Program (FOMP) in accordance to the FOMP Policy and Quality Objectives, FOMP Quality Manual, Quality Management Principles, Quality Management System and Standard Operating Procedures (SOPs).

Activities

- Represents the Area in the Provincial FOMP committee and ensures that the Area's interests and concerns are effectively represented and updates Area Forest management staff of new policies, procedures and updates.
- Ensures that all Area Forest management foresters and forest officers are adequately trained in the delivery of the FOMP program and updates staff of the Forest Stewardship and Trades Branch (FSTB).
- Actively assists in the maintenance of the FOMP SharePoint site and makes staff aware of the importance of all the reference documents on this SharePoint site, providing interpretation of SOPs when required. All pertinent Area FOMP documents are to be placed on the FSTB FOMP SharePoint site.
- Develops the Forest Operations Monitoring and Silviculture ARIS Monitoring (SAM) work plans in accordance to the SOP regarding the sampling determination and risk multipliers.
- Compiles inspection targets, provide training and mentorship to FM field staff in the delivery of the FOMP inspection work plans and in conducting the minimum FOM and SAM inspections and follow-up communications to the foresters and companies.
- Develops the Establishment and Performance Survey ARIS verification work plan in accordance to approved

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SOPs.

- Develops FOMP summary reports and ensures that they are sent to all timber disposition holders.
 - Communicates these FOMP and SAM work plans to the forest management foresters and forest officers regarding FOM and SAM inspection targets.
 - Conducts Area internal FOM and SAM audits to ensure quality assessments and control standards are met by the inspecting forest officers and to ensure all follow-up variances and non-compliances are completed.
 - Participates in Forest Stewardship and Trades Branch annual internal audits and ensures that previous Forestry and Parks internal FOMP and SAM audit findings and exceptions have been satisfactorily addressed and that all FOMP Quality Objectives have been met.
 - Responsible for the development of the Area Internal Audit action plan completion
 - Participates in conducting and completing provincial internal audits on other forest areas to ensure objectives are met
 - Provides field staff with expert advice on Survey123 data entry and data management related to FOM and SAM
 - In consultation with the Area Forester and Manager, provides advice as need for compliance response. Assists Forest Officers and Area Foresters when needed in the preparation of non-compliance information packages.
 - Maintains a list of company contacts in charge of Timber Production and Forest Operations and works closely with these individuals.
 - Acts on complaints received by stakeholders.
- 2. Provides Area team leadership in the delivery of the Timber Revenue and Production Monitoring Program. This involves the development of an annual work plan, the communication of the desired targets to forest management staff and completion of check-scaling.**

Activities

- Determines specific targets regarding truck checks, inspections of log and storage areas, manufacturing facility inspections, and check scaling.
- This position will act as the main Area contact for all Manufacturing Inspections and Weight Scale inspections.
- Participates in check-scaling as required to support compliance assurance requirements/revenue and production monitoring.
- Knowledge of the FORESTS program in order to conduct queries required for work tasks
- Understands timber revenue systems and timber dues rates.
- Maintains Area timber production numbers for the CCTP program and conduct audits as required for the cancellation and closing of CTP/LTP permits.

3. Provides team leadership in the delivery of Reforestation Monitoring – Reforestation Standards of Alberta (RSA)

Activities

- Working with the responsible planning forester, in conjunction with the inspecting Forest Officer, coordinates all aspects of the Area Reforestation Monitoring program, including block selection, organizing, and planning of field inspections, compilation of results, development of action plan and liaison with company regarding follow up actions. This is accomplished through the RSA program directives and SOPs
- Responsible to coordinate the completion of required RSA surveys in the annual audit program

4. Provide ongoing support and training to Forest Officers and Foresters as it relates to assigned duties.

Activities

- Responsible for ensuring consistency in program application through Forest Officer training programs
- Acts as Area expert in all aspects of timber operations monitoring
- Provides assistance or support to other area staff and to Edmonton staff when requested.

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- Provides Area perspective on draft provincial policy and informs other staff of new policy changes.
- Determine workload, manpower and budget requirements for internal projects and submit request through Senior Forester to the Program Manager.
- Provides timely updates to the Senior Forester on TPM/FOMP targets.
- Ensure that Area Plans are consistent with the current legislation, department business plans, policies and scientific information.
- Demonstrates awareness of and follows Department OH & S policies and procedures.

5. Wildfire Program Support

Activities

- Provide support to the areas Wildfire Management Program as required.
- Participate in training pertaining to wildfire operations support.
- Where qualified, participate in the following roles:
 - response officer for initial response to wildfires.
 - direct fire suppression through initial attack and supervise crews and heavy equipment and coordinate aircraft movement.
 - incident command (plans, logistics, operations) overhead teams.
- Assist Forest Officers in monitoring the special conditions associated with FireSmart related CTP's.

6. Participate in issues management activities as required.

Activities

- Requires ability to recognize potential issues and conditions and provide solutions and/or recommendations to solve the problem.

7. Assists in the field monitoring and identification forest insects and diseases as requested by the Forest Health Officer.

Activities

- During operational field approval activities, monitors, reports and if required conducts follow-up action related to forest insect and diseases.
- As requested, assists in required survey and control programs.

***** This position may be responsible for the following depending on Area Program Needs

8. Supervise forest officer positions responsible for delivery of timber management workload as well as wildfire workload within the district as assigned by the Forest Area Manager and Senior Forester

Activities

- Responsible for the supervision and training of staff assigned to position.
- Responsible for the development of performance management agreements, performance monitoring and performance reviews.
- Mentor other area staff to promote smooth and efficient operation with the area.
- Develop staff to their fullest potential through coaching, providing leadership opportunities, 'stretch assignments' and appropriate training
- Champion WHS and the OHS Program and APS Goals
- Responsible to ensure that staff assigned maintain current safety certification required to conduct regular work duties (CPR, 1st Aid, WHIMIS, TDG etc.)

9. Assists Foresters and Forest Officer in the administration of timber dispositions (timber quotas, timber

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licences and permits) regarding conditions, amendments, cancellations, and closures.

Activities

- Ensures effective and timely enforcement action of potential contraventions within the Forest Area.
- Conducts meetings with disposition holders to discuss approval conditions, best practices, and site-specific environmental and / or access issues.

SCOPE: List specific information that illustrates the challenges, problem solving and creativity requirements and decision making capacity of the position. Also identify the internal or external areas the job impacts (see Writing Guide [Pages 11-12](#)).

- Assists planning foresters in ensuring forest sustainability by ensuring companies implement operational commitments to support higher level forest plan assumptions.
- Under the direction of the Senior Forester, this position works at the operational level and is involved with industry forestry practitioners of similar or greater education in the implementation of forest harvest plans, ensuring compliance with legislation, policy, directives, approval conditions and approved plans.
- Forest sustainability is a key focus of this position through monitoring forest companies harvesting and silviculture activities
- This position works with other government staff, various industrial and commercial users; trappers, grazing operators, O&G, recreation groups, First Nations, municipal governments, as well as general public through formal and informal processes to implement short and long-term forest management plans.
- This position provides consultative advice to Forest Officers, Area Foresters and the Senior Forester as well as resolves local issues while implementing the operational aspects of the forest management program.
- Ability to multi-task between various initiatives and stakeholder groups.
- Failure to monitor the timber management company's operations could result in missed deadlines, potential overcuts, affecting forest sustainability and strain stakeholder relationships. This could also result in lost revenue to the province.

KNOWLEDGE, SKILLS & ABILITIES: Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, technical or professional techniques, technical, scientific or program related processes, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide [Pages 12-14](#)).

- B.Sc. in Forestry or Diploma in Forest Technology with relevant years of experience and eligible for registration as a Registered Forestry Practitioner.
- Knowledge of relevant legislation, primarily the Forests Act, Timber Management Regulation, Forest & Prairie Protection Act and related regulations, Public Lands Act, Alberta Environmental Protection and Enhancement Act, The Water Act and Codes of Practice, SARA and Caribou Recovery Plans and the Regulated Forestry Profession Act and Regulation.
- Knowledge of Resource manuals and documents: Forest Management Plans, Annual Operating Plans, Silviculture Plans, General Development Plans, Timber Harvest Planning & Operating Ground Rules, FOMP Field Manual and Standard of Procedures (SOP's), Forest Management Planning Standard, Alberta Scaling Manual, Regeneration Standard of Alberta
- Knowledge of Timber Harvest Planning & Operating Ground Rules, FOMP Field Manual and Standard of Procedures (SOP's), Forest Management Planning Standard, Alberta Scaling Manual, Regeneration Standard of Alberta
- Knowledge and understanding of forest insect, disease and invasive plants
- Knowledge of the Provincial Programs including Forest Operations Monitoring Program (FOMP) and its components (FOM, SAM, RSA), as well as the SOPs and quality assurance components of the program.
- Understanding of the provincial Timber Production Monitoring components and targets
- Knowledge of the provincial CTP program and tenure programs such as the LTP issuance and cancellation processes as required at the area level
- Understanding of internal Business Plan and Strategic Business Plan

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- Computer literate in using computers, PDAs and word-processing, spreadsheet, and database skills, in particular MS Office, ARIS, FORESTS, MScale, Oracle, Survey123, Field maps.
- Skills in using GIS applications
- An ability to navigate in the field (orienteering, mapping, photo interpretation, navigate by air)
- Ability to operate vehicles, ATV and Snowmobiles
- Able to maintain necessary safety certifications such as WHIMIS and TDG
- Able to maintain online training requirements pertaining to FOIP, Cyber Security, Respect in the Workplace and others as required.
- Mediation and negotiation skills and the ability to develop and maintain strategic partnerships with various stakeholders.
- Team, leadership and supervisory skills.
- Reviews and issues as per provincial policy and guidelines, DLO applications, Temporary Field Authorizations (TFA's) for Forest Management and the public sectors including: access re-routes, additional clearings, temporary workspace, borrow pits, campsites, early entry and other requests within purview of TFA's.
- Organizational, prioritizing and time management skills.
- Ability to work with limited supervision.
- Highly developed analytical problem solving skills.
- Conflict resolution skills.
- Strong communication skills both written and verbal
- Strong ability to think strategically
- Ability to make difficult decisions on an ongoing basis
- Adaptable and focused on the processes involved in ongoing change management communications and processes
- Flexibility & adaptability in dealing with rapidly changing workload priorities.

CONTACTS: Identify the main contacts the position communicates with and the purpose of the communication (See Writing Guide [Pages 14-15](#)).

- **Forest Companies** – from woodlands manager levels to small owner operators and loggers.
- **Oil and Gas, Agriculture, recreationalists, special interest groups** – assist in integration between these stakeholders.
- **Regional Staff** – to ensure effective delivery of programs.

SUPERVISION EXERCISED: List position numbers, class titles, and working titles of positions directly supervised (see Writing Guide [Page 15](#))

CHANGES SINCE LAST CLASSIFICATION REVIEW: Identify significant changes that have impacted the responsibilities assigned to your position since the last review (see Writing Guide [Pages 15-16](#)).

ORGANIZATION CHART: An organization chart that includes supervisor, peers and staff **MUST** be attached (see Writing Guide [Page 17](#)).

This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human resources program. If you have any questions about the collection of this information, contact the Job Evaluation Unit, 6th Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta, T5J 3S8, phone 780/408-8400 or contact your Ministry Human Resource Office.

Signatures

The signatures below indicate that the incumbent, manager and division director/ADM have read, discussed and agreed that the information accurately reflects the work assigned (see Writing Guide [Page 16](#))

Incumbent	_____	_____	_____
	Name	Signature	Date
Manager	_____	_____	_____
	Name	Signature	Date
Division Director/ADM	_____	_____	_____
	Name	Signature	Date